



AUSTRALIAN INDUSTRIAL REGISTRY

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Mr Stephen Zvillis
Secretary Boyer Sub Branch,
Pulp & Paper Workers' Branch,
Forestry & Forest, Bulding Products Manufacturing Division
Construction, Forestry, Mining and Energy Union
5 Glen Lea Road
PONTVILLE TAS 7030

Dear Mr Zvillis

**Re: Pulp & Paper Workers' Branch Boyer Sub-Branch, Forestry & Forest, Bulding
Products Manufacturing Division, Construction, Forestry, Mining and Energy Union
Outstanding Financial Documents - *Workplace Relations Act 1996***

There is no record of lodgment in the Industrial Registry of the auditor's report, accounts and statements of the abovenamed body, prepared in accordance with Part IX, Division 11 of the *Workplace Relations Act 1996* ('the Act'), for the year ended 31 December 2001.

An organisation registered under the Act or a branch of such an organisation is required after the end of its financial year to prepare accounts and statements, obtain a report from the auditor, provide copies of the auditor's report, accounts and statements to its members, present the auditor's report, accounts and statements to a meeting of members or committee of management, and lodge copies in the Industrial Registry. Having in mind the time-scales allowed by the Act to complete each of these steps, lodgment of the required documents would, in the normal course, be expected before now.

Therefore, I request your written advice **by Friday 1 November 2002** as to when each of the following steps is expected to be completed:-

1. preparation of the accounts and statements in compliance with section 273
2. making of the audit report in compliance with section 276(4)
3. provision of copies of the auditor's report, accounts and statements to the members in compliance with sections 279(1) and (3)
4. presentation of the financial documents to a meeting of the members or the committee of management in compliance with sections 279(6) and (7) (*following provision of copies to the members as per step 3 above*)
5. lodgment of copies of the financial documents in the Industrial Registry under cover of a certificate by you in compliance with section 280(1) - such certificate should confirm that the documents so lodged are copies of the documents presented to the meeting referred to in step 4 above - the type of meeting and the date when it was held should be specified

If you wish to discuss this letter you may contact me on (02) 8374 6618.

Yours sincerely

Belinda Penna
for Deputy Industrial Registrar

16 October 2002

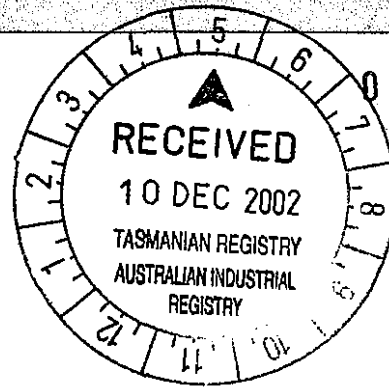
CFMEU**Pulp & Paper Workers Branch****Boyer sub - branch** ABN 73 337 046 579**Secretary: Stephen Zvillis**

5 GLEN LEA ROAD, PONTVILLE, TAS. 7030 AUSTRALIA

TEL: +613 6268 0901 FAX: +613 6268 0901

E-MAIL: szvillis@netspace.net.au

Attn. Industrial Registrar,
1st Floor, Commonwealth Law Courts
39-41 Davey Street
HOBART TAS. 7000



Dear Sir, Madam,

Enclosed are copies of the Audited Financial Accounts of the C.F.M.E.U. Pulp & Paper Workers Branch, Boyer sub-branch, for the year ending Dec 2001 (including comparative accounts for the Y/E 2000).

Included are notes to the accounts, signed Accounting Officers and Committee of Management Certificates, and Auditor's Report.

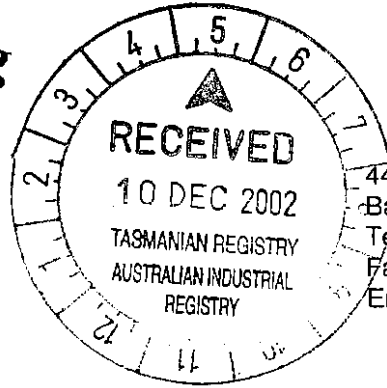
Also enclosed are copies (as evidence) of minutes of "First" and "Second" meetings held to approve the submission of the accounts for audit, thence approve the audited accounts, following the statutory period available for members perusal, as per the Industrial Relations Act of 1996.

The enclosed should fulfill the reporting requirements as per the Act.

Yours sincerely,

Benedict Leung

Chartered Accountant
ABN: 87 359 582 128



44 Sandy Bay Road
Battery Point 7004
Telephone: 03 62237244
Facsimile: 03 62236793
Email: benedict@bigpond.com

CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP AND PAPER WORKERS' BRANCH
BOYER SUB-BRANCH

Financial Reports

For the Year Ended 31st December 2001



Chartered Accountant

**CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP AND PAPER WORKERS' BRANCH
BOYER SUB-BRANCH**

FINANCIAL REPORTS

FOR THE YEAR ENDED 31ST DECEMBER 2001

CONTENTS

| | <u>PAGE NO'S</u> |
|---------------------------------------|-------------------------|
| BALANCE SHEET | 1 |
| STATEMENT OF INCOME & EXPENDITURE | 2 |
| STATEMENT OF CASH FLOWS | 3 |
| NOTES TO THE FINANCIAL STATEMENTS | 4 & 5 |
| COMMITTEE OF MANAGEMENT'S CERTIFICATE | 6 |
| ACCOUNTING OFFICER'S CERTIFICATE | 7 |
| AUDITOR'S REPORT | 8 |

**CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP AND PAPER WORKERS' BRANCH - BOYER SUB-BRANCH**

BALANCE SHEET AS AT 31ST DECEMBER 2001

| 2000 | NOTE | 2001 |
|--|------|--------------------|
| <u>ACCUMULATED FUND</u> | | |
| <u>\$ 662.62</u> ACCUMULATED FUND | 3 | <u>\$ 1,356.29</u> |
| Represented by: | | |
| <u>CURRENT ASSETS</u> | | |
| 1,703.31 CASH AT BANK | 5a | 2,379.09 |
| <u>617.76</u> SUNDRY DEBTORS | | <u>603.72</u> |
| <u>\$ 2,321.07</u> TOTAL CURRENT ASSETS | | <u>\$ 2,982.81</u> |
| <u>NON -CURRENT ASSETS</u> | | |
| 2,450.00 OFFICE EQUIPMENT - AT COST | | 2,450.00 |
| <u>2,450.00</u> LESS: ACCUMULATED DEPRECIATION | | <u>2,450.00</u> |
| <u>\$ -</u> TOTAL NON- CURRENT ASSETS | | <u>\$ -</u> |
| <u>\$ 2,321.07</u> TOTAL ASSETS | | <u>\$ 2,982.81</u> |
| <u>CURRENT LIABILITIES</u> | | |
| <u>1,654.45</u> SUNDRY CREDITORS | | <u>1,626.52</u> |
| <u>\$ 1,654.45</u> TOTAL CURRENT LIABILITIES | | <u>\$ 1,626.52</u> |
| <u>\$ 666.62</u> NET ASSETS | | <u>\$ 1,356.29</u> |

**CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP AND PAPER WORKERS' BRANCH - BOYER SUB-BRANCH**

INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2001

| 2000 | NOTE | 2001 |
|--|------|---------------------------|
| INCOME | | |
| 11,162.22 CONTRIBUTIONS | 4 | 9,539.80 |
| <u>8.76 INTEREST RECEIVED</u> | | <u>2.18</u> |
| <u>\$ 11,170.98 TOTAL INCOME</u> | | <u>\$ 9,541.98</u> |
| EXPENSES | | |
| 31.72 BANK CHARGES | | 39.90 |
| 375.00 AUDITORS FEES | | 445.00 |
| 11,439.86 PER CAPITA LEVY | | 4,866.46 |
| 497.39 MORTUARY FUND LEVY | | 211.60 |
| 4.58 DELEGATE INSURANCE CONTRIBUTION | | - |
| 858.00 OTHER CONTRIBUTIONS (EG IFBWW) | | - |
| 1,609.00 AIRFARES | | 885.60 |
| 768.24 ACCOMMODATION | | 226.31 |
| 1,256.51 MEAL EXPENSES | | 401.00 |
| 166.73 TAXI EXPENSES | | 59.76 |
| - MOTOR VEHICLE EXPENSES | | 811.76 |
| - POSTAGE & STATIONARY | | 72.73 |
| - OFFICE EQUIPMENT & SUPPLIES | | 345.56 |
| - TELEPHONE EXPENSES | | 250.50 |
| <u>930.51 REIMBURSEMENT (LOST WAGES)</u> | | <u>236.13</u> |
| <u>\$ 17,937.54 TOTAL EXPENSES</u> | | <u>\$ 8,852.31</u> |
| <u>-\$ 6,766.56 SURPLUS/-DEFICIT FOR YEAR</u> | | <u>\$ 689.67</u> |

**CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP AND PAPER WORKERS' BRANCH BOYER SUB-BRANCH**

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31ST DECEMBER 2001

| <u>2000</u> | NOTE | <u>2001</u> |
|---|------|--------------------------|
| <u>CASH FLOWS FROM OPERATING ACTIVITIES</u> | | |
| 11,073.88 CONTRIBUTIONS | | 10,509.20 |
| 8.76 INTEREST RECEIVED | | 2.18 |
| GST REFUND | | 57.00 |
| - 16,812.51 PAYMENTS TO SUPPLIERS | | - 9,892.60 |
| -\$ 5,729.87 NET CASH PROVIDED BY OPERATING ACTIVITIES | | \$ 675.78 |
| - 5,729.87 NET INCREASE IN CASH HELD | 5b | 675.78 |
| 7,433.18 CASH HELD AT BEGINNING OF FINANCIAL YEAR | | 1,703.31 |
| <hr/> | | <hr/> |
| <u>\$ 1,703.31 CASH HELD AT END OF FINANCIAL YEAR</u> | | <u>\$2,379.09</u> |

**CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP AND PAPER WORKERS' BRANCH - BOYER SUB BRANCH**

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2001

NOTE 1 - ACCOUNTING METHODS

In accordance with generally accepted accounting principles for organisations, the financial reports are prepared on an accruals basis. Otherwise, the accounts are prepared under the historical cost convention and in accordance with Australian Accounting Standards and UIG Consensus Views issued by the joint professional accounting bodies.

In particular:

- (a) The accounts have not been adjusted to record either changes in the general purchasing power of the dollar or in the prices of particular assets.

- (b) Depreciation of fixed assets is calculated on the straight line basis in order to write the assets off over their useful life.

- (c) No provision for income tax is necessary as "Trade Unions" are exempt from income tax under Section 23 (f) of the Income Tax Assessment Act.

NOTE 2 - INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of Section 274, which read as follows:

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.

- (2) An organisation shall, on application made under sub-section (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such a manner, and within such time, as is prescribed.

- (3) A Registrar may only make an application under sub-section (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP AND PAPER WORKERS BRANCH - BOYER SUB BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2001

| | 2000 | | 2001 |
|----------------------------------|---|--|-------------|
| NOTE 3 - ACCUMULATED FUND | | | |
| | 7,433.18 OPENING BALANCE AS AT 1ST JANUARY 2001 | | 666.62 |
| | - 6,766.56 SURPLUS/-DEFICIT FOR YEAR | | 689.67 |
| | \$ 666.62 BALANCE AS AT 31ST DECEMBER 2001 | | \$ 1,356.29 |

NOTE 4 - CONTRIBUTIONS

| | | | |
|--|--|--|-------------|
| | 11,162.22 FLETCHER CHALLENGE / NORSKE SKOG PAPER | | 9,539.80 |
| | \$ 11,162.22 | | \$ 9,539.80 |

NOTE 5a - RECONCILIATION OF CASH

For the purpose of the Statement of Cash Flows, cash includes cash on hand and in banks, and money market investments readily convertible to cash in two working days. Cash at the end of the financial year as shown in the statement of Cash Flows is reconciled to the related items in the Balance Sheet as follows:

CASH BALANCE COMPRISES:

| | | | |
|--|--------------------------|--|-------------|
| | \$ 1,703.31 CASH AT BANK | | \$ 2,379.09 |
| | \$ 1,703.31 | | \$ 2,379.09 |

NOTE 5b - RECONCILIATION OF NET CASH FLOW PROVIDED BY
OPERATING ACTIVIES TO SURPLUS FOR YEAR

| | | | |
|--|--|--|-----------|
| | - 6,766.56 SURPLUS/(DEFECIT) FOR YEAR | | 689.67 |
| | - DEPRECIATION | | - |
| | - 617.76 -INCREASE/DECREASE IN SUNDRY DEBTORS | | 14.04 |
| | 1,654.45 INCREASE/-DECREASE IN SUNDRY CREDITORS | | - 27.93 |
| | -\$ 5,729.87 NET CASH FLOW FROM OPERATING ACTIVITIES | | \$ 675.78 |

CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP & PAPER WORKERS' BRANCH
BOYER SUB BRANCH

COMMITTEE OF MANAGEMENT'S CERTIFICATE

I, Craig Jones, being a member of the Committee of Management of the Construction Forestry Mining Energy Union - Pulp & Paper Workers' Branch – Boyer Sub Branch do state on behalf of the Committee and in accordance with a resolution passed by the Committee that:

- (i) in the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the organisation as at 31st December, 2001.
- (ii) in the opinion of the Committee of Management, meetings of the Committee were held during the year ending 31st December, 2001 in accordance with the rules of the organisation;
- (iii) to the knowledge of any member of the Committee, there have been no instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under sub-section 274 (2) of the Industrial Relations Act 1988) or copies of those records or documents, or copies of the rules of the organisation, have not been furnished, or made available, to members in accordance with the requirements of the Industrial Relations Act 1988, the Regulations thereto, or the rules of the organisation; and
- (iv) the organisation has complied with sub-section 279 (1) and (6) of the Act in relation to the financial accounts in respect of the year ending 31st December, 2001 and the auditor's report thereon.

CRAIG JONES
President


Boyer sub – branch

Dated this day: 6th Sept. 2002

STEPHEN ZVILLIS
Vice President / Treasurer


Boyer sub - branch

Dated this day: 6th Sept. 2002

CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP & PAPER WORKERS' BRANCH
BOYER SUB BRANCH

ACCOUNTING OFFICER'S CERTIFICATE

I, Stephen Zvillis, being the Officer responsible for keeping the accounting records of the Construction Forestry Mining Energy Union - Pulp & Paper Workers' Branch - Boyer Sub-Branch certify that as at 31st December, 2001, the number of the organisation was approximately 43.

In my opinion,

- (i) the attached accounts show a true and fair view of the financial affairs of the organisation as at 31st December, 2001;
- (ii) a record has been kept of all moneys paid by, or collected from, members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the organisation;
- (iii) before any expenditure was incurred by the organisation approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation;
- (iv) with regard to funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- (v) no loans or other financial benefits, other than remuneration in respect of their full-time employment with the organisation, were made to persons holding office in the organisation;
- (vi) the register of members of the organisation was maintained in accordance with the Act.

STEPHEN ZVILLIS
Vice President/ Treasurer



Boyer sub - branch

Dated this day 6th September 2002

AUDITOR'S REPORT

TO THE MEMBERS OF

**CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP AND PAPER WORKERS' BRANCH - BOYER SUB-BRANCH**

Scope

I have audited the financial report of Construction Forestry Mining Energy Union - Pulp & Paper Workers' Branch - Boyer Sub-Branch for the year ended 31 December 2001 as set out on pages 1 to 5. The Management of the organisation is responsible for the financial report. I have conducted an independent audit of the financial report to express an opinion on it to the members of the organisation.

My audit has been conducted in accordance with Australian auditing standards to provide reasonable assurance as to whether the financial report is free of material misstatement.. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with Australian accounting standards, other professional reporting requirements and the Workplace Relations Act 1996 so as to present a view of the organisation which is consistent with my understanding of it's financial position, the results of it's operations and it's cash flows.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In my opinion:

- (a) satisfactory accounting records were kept by the organisation in respect of the year, detailing the sources and nature of the income of the organisation (including income from members) and the nature and purpose of expenditure.
- (b) the financial report prepared under section 273 of the Workplace Relations Act 1996, as amended, has been properly drawn up so as to present a true and fair view of:
 - (i) the financial affairs of the organisation as at 31 December 2001; and
 - (ii) the income and expenditure and any surplus or deficit of the organisation for the year ended 31 December 2001.



BENEDICT LEUNG
Chartered Accountant

11 October 2002

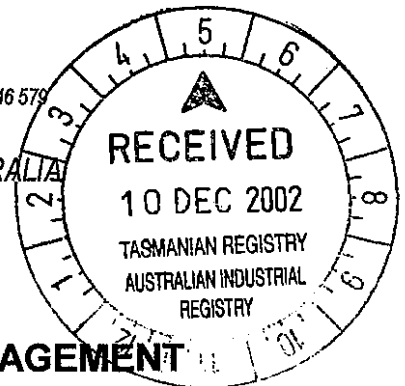


Pulp & Paper Workers Branch ABN 73 337 046 579

BOYER SUB BRANCH

5 GLEN LEA ROAD PONTVILLE TAS 7030 AUSTRALIA

TELEPHONE: +613 6268 0901 FAX+613 6268 0901



**MINUTES OF THE MEETING OF THE MANAGEMENT
COMMITTEE OF THE BOYER SUB - BRANCH OF THE PULP &
PAPER BRANCH OF THE C.F.M.E.U [FORESTRY DIVISION]
HELD AT # 5 BOILER CRIB ROOM, NORSKE - SKOG BOYER
MILL ON FRIDAY, 6 SEPTEMBER 2002 COMMENCING AT
0700hrs**

MEETING OPENED: 0700hrs.

PRESENT: Stephen ZVILLIS, Craig JONES, Glenn HARBACK, Michael BURDON,
Scott PERKINS.

VISITOR: Nil

APOLOGIES: Nevil BOURKE

VICE PRESIDENT/TREASURER'S REPORT:

Stephen Zvillis tabled the draft of the sub-branch Annual Accounts for 2000 / 2001. He explained the reasons for presenting the accounts in the new revised format, arising from the requirements of Federal Office to comply with the demands of the Industrial Registrar.

S.Z. took members through the accounts, noting major features pertinent to the differing financial outcomes at the end of 2001, in comparison to 2000.

Responding to a query from Glenn Harback, S.Z. explained the notes relevant to the entries in the tabulation of accounts.

S.Z. then called for a resolution to present the accounts and supporting evidence to the sub-branch auditor. Resolution proposed: Michael Burdon; Seconded: Glenn Harback; Carried

S.Z. signed the Accounting Officers Certificate & S.Z. & Craig Jones signed the Committee of Management's Certificate.

GENERAL BUSINESS

[REDACTED]

MEETING CLOSED: 0730hrs.

NEXT MEETING: subject to statutory period of examination following return of accounts from auditor.

Stephen Zvillis
ADMINISTRATOR (VICE PRESIDENT / TREASURER)



Pulp & Paper Workers Branch

Boyer sub - branch ABN 73 337 046 579

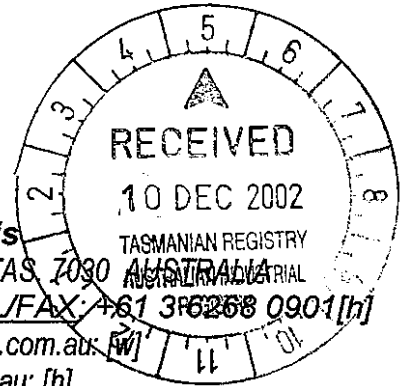
Vice President/ Treasurer: Stephen Zvillis

5 GLEN LEA ROAD, PONTVILLE, TAS. 7030 AUSTRALIA

TEL: +61 3 62610495 [w]; TEL/FAX: +61 3 6268 0901 [h]

E-MAIL: stephen.zvillis@norske-skog.com.au; [w]

stephenzvillis@primus.com.au: [h]



MINUTES OF THE SPECIAL GENERAL MEETING OF THE MEMBERS OF THE BOYER SUB - BRANCH OF PULP & PAPER WORKERS BRANCH OF THE C.F.M.E.U. - HELD ON THURSDAY 5th DECEMBER 2002 AT THE STEAM PLANT CRIB ROOM, (No. 5 BOILER) BOYER MILL. [Industrial Registrar copy]

Present: Craig Jones (President), Stephen Zvillis (Vice President / Treasurer), Nevil Bourke (Vice President), Glen Harback (Committee), Michael Burdon (Committee), Scott Perkins (Committee), Scott Hansen (member).

Meeting Opened: 0715hrs. **Chairman:** Craig Jones. **Minutes:** Stephen Zvillis.

Apologies: Rodney Bell.

Introductions: Craig Jones thanked members for their attendance and gave a brief overview of the topics to be addressed today.

Update on Outstanding Issues [Training /Career Path]:

[minutes on file]

Sub-Branch Finances [outstanding issues]: S. Zvillis reported to members that due to the requirement to comply with the Industrial Relations Act of 1996, this meeting would constitute the "Second Meeting" to endorse the audited accounts from 2000 / 2001.

[Note; the "First Meeting" took place on Fri. 6th Sept. 2002] Upon endorsement of members, the audited accounts could finally be forwarded to the Industrial Registrar. S. Zvillis then proposed a resolution that the accounts be approved for submission to the Industrial Registrar. Seconded by M. Burdon. Put to the meeting and CARRIED.

5 Boiler Control / Crib Room redesign:

[minutes on file]

General Business:

[minutes on file]

Meeting Closed: 0815hrs.

Signed; Stephen Zvillis [Treasurer]

CFMEU

Pulp & Paper Workers Branch

Boyer sub - branch ABN 73 337 046 579

Secretary: Stephen Zvillis

5 GLEN LEA ROAD, PONTVILLE, TAS. 7030 AUSTRALIA

TEL: +613 6268 0901 FAX: +613 6268 0901

E-MAIL: szvillis@netspace.net.au

Attn. Industrial Registrar,
level 8, Terrace Towers,
80 William Street
EAST SYDNEY NSW 2011



Dear Sir, Madam,

This is a courtesy notification to advise the lodgement of the audited financial accounts of the C.F.M.E.U. Pulp & Paper Workers Branch, Boyer sub-branch for the Year Ending Dec. 2001 (with comparative accounts for the Y/E 2000) with the office of the Industrial Registrar in Hobart at 1st Floor, Commonwealth Law Courts, 39-41 Davey St HOBART per G.P.O. Box 1232M HOBART TAS 7001.

The lodgement was made by post on Monday 9th December 2002.

Please direct all enquiries relating to the above accounts to the Hobart office.

Yours sincerely

A handwritten signature in black ink, appearing to be "S. Zvillis".



AUSTRALIAN INDUSTRIAL REGISTRY

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Mr. Stephen Zvillis
Secretary
CFMEU-Forestry Division - Boyer Sub-Branch
of Pulp and Paper Workers Branch (No.7 Branch)
5 Glen Lea Road
Pontville Tasmania 7030

Dear Mr. Zvillis

Re: Lodgement of Financial Statements for Construction, Forestry, Mining and Energy Union-Forestry Division - Boyer Sub-Branch of Pulp and Paper Workers Branch (No.7 Branch) for the year ended 31 December 2001 (FR2001/730)

Receipt is acknowledged of the above financial statements, which were lodged in the Industrial Registry in Hobart on 10 December 2002.

The following matters require further information to be lodged before the financial documents can be filed:

Section 279(6) of the *Workplace Relations Act 1996* requires that a copy of the financial statements and accounts be provided to members no less than eight days prior to those accounts being presented at a general meeting of members or a meeting of the committee of management. Please confirm when and how members were supplied with copies.

I would draw your attention to the following matter that you may care to consider when preparing future returns.

Paragraph (iv) of the Committee of Management Certificate in the return makes reference to compliance with the requirements of "the Act in relation to the financial accounts for the year ended 31 December 2001 (current year)". It is the intention of this statement, as set out in Regulation 109(1)(b)(iv) of the Act, to certify that the organisation has complied with the Act in relation to the previous year's accounts. For example, paragraph four in the financial return for the year ending 31 December 2001 should make reference to the financial accounts for the year ended 31 December 2000. Alternatively, to make compliance simpler in future, you may care to state that the organisation has complied with the requirements of the Act "in relation to the preceding year".

Should you have any enquires regarding these matters, please do not hesitate to contact me on (02) 8374 6516.

Yours sincerely,

Caroline Pryor
NSW Statutory Services Branch

09 January 2003



AUSTRALIAN INDUSTRIAL REGISTRY

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Mr Stephen Zvillis
Secretary, Boyer Sub Branch
Pulp & Paper Workers' Branch
Forestry & Forest, Building Products Manufacturing Division
Construction, Forestry, Mining & Energy Union
5 Glen Lea Road
PONTVILLE TAS 7030

Dear Mr Zvillis,

**Re: Lodgement of Financial Statements for Construction, Forestry, Mining and Energy
Union - Forestry Division - Boyer Sub-Branch of Pulp and Paper Workers Branch
(No.7 Branch) for the year ended 31 December 2001 (FR2001/730)**

I refer to a previous letter in relation to the above matter dated 9 January 2003 requesting written clarification of the following:

- when and how members were supplied with copies of the financial statements and accounts in compliance with section 279(6) of the *Workplace Relations Act 1996*.

I request your written advice on the above matter by 16 April 2003. If you should have any enquires regarding these matters, please do not hesitate to contact me on (02) 8374 6519.

Yours sincerely

Wendy Burgess
Statutory Services Branch

1 April 2003



AUSTRALIAN INDUSTRIAL REGISTRY

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Mr Stephen Zvillis
Boyer Sub Branch
Pulp & Paper Workers' Branch
Forestry & Forest, Building Products Manufacturing Division
CFMEU
5 Glen Lea Road
PONTVILLE TAS 7030

Dear Mr Zvillis

Re: Lodgement of Financial Statements for Pulp & Paper Workers' Boyer Sub-Branch for the year ending 31 December 2001 (FR2001/730)

I refer to our previous letters to you, dated 9 January 2003 and 1 April 2003, copies of which are attached for your information. We have not received a reply to these letters.

I am writing to you again to ask that you contact me and advise when we are likely to receive the information required to finalise the lodgement of the financial statements.

The Registry is eager to have this outstanding financial return finalised as the return for the financial year ending 31 December 2002 falls due shortly.

If you are in any way unsure about what is required either myself, or Mr Stephen Kellett, would be happy to assist you with any explanations regarding the information required. I can be contacted on 02 8374 6618. Mr Stephen Kellett can be contacted on 02 8374 6509. Alternatively, our fax number is 02 9380 6990, or you can email me on belinda.penna@air.gov.au.

Yours sincerely,

Belinda Penna

Belinda Penna
for Deputy Industrial Registrar

7 May 2003

PENNA, Belinda

From: Steve Zvillis [stephenzvillis@iprimus.com.au]
Sent: Tuesday, 20 May 2003 3:20 PM
To: belinda.penna@air.gov.au
Subject: Re. Boyer Financial Statements Y/E 31 Dec. 2001

ATTENTION BELINDA PENNA

Dear Ms. Penna,

In reference to your letter of 7 May 2003 in reference to the lodgement of the accounts pertaining to the CFMEU Pulp & Paper Workers Boyer sub branch for the Year Ending 31 December 2001.

I refer you to the facsimiles sent to the Hobart office on 8th December 2002 and also to your office on the same date, that confirm the dispatch of the finalised financial statements and compliance with all requirements of the relevant sections of the Workplace Relations Act 1996, including provision of accounts and statements to members.

I would strongly suggest that better coordination amongst your own staff and consultation with the Hobart office would have confirmed this and settled the matter last year. Please request members of your staff to check their own records prior to issuing repetitive pointless letters to the Boyer sub-branch pertaining to issues that have been concluded.

With regards to the subsequent years accounts (for Y/E 31 Dec 2002) I can confirm that they are being processed as and when they can be dealt with (as administration of the sub-branch is conducted on a voluntary part time basis). As yet I cannot provide a timetable for the completion of the respective steps, but shall advise of dates of submission & return from the auditor and meetings with members as and when they occur.

Yours sincerely,
Stephen Zvillis,

5 Glen Lea Rd.
PONTVILLE TAS. 7030
AUSTRALIA

Administrator [Treasurer / Vice President]
C.F.M.E.U. Boyer sub-branch.

Crew 1, Steam Plant,
Boyer Mill,
Norske-Skog Paper (Aust.)

Phone & Fax ++61 (0)3 62680901
e-mail; stephenzvillis@iprimus.com.au [h]
e-mail; stephen.zvillis@norske-skog.com.au [w]

*Stephen spoke to mr Zvillis
today - he now understands
what problem is and will
send further email response
clarifying date of supply.*

B. Penna

21.5.03.

PENNA, Belinda

From: Steve Zvillis [stephenzvillis@iprimus.com.au]
Sent: Wednesday, 28 May 2003 6:48 PM
To: Ausralian Industrial Registrar
Subject: AVAILABILITY OF ACCOUNTS TO MEMBERS [BOYER A/Cs Y/E 2001]

Attn. Stephen Kellet,

Statutory Services Branch,
Australian Industrial Registry,
Level 8, Terrace Towers,
80 William Street,
EAST SYDNEY, N.S.W. 2011

Dear Stephen,

Attached are the statements pertaining to the dates of the availability to members of the audited accounts for the Year Ending 31st December 2001 in compliance of the relevant sections of the Workplace Relations Act of 1996.

I hope the receipt of the above will permit the filing of the accounts for the Y/E 2001 and conclusion of any further correspondence pertaining to the submission of those accounts.

Yours sincerely,

Stephen Zvillis

C.F.M.E.U Pulp & Paper Workers Branch ABN 73 337 046 579

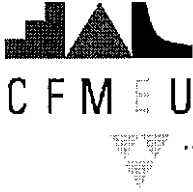
BOYER SUB BRANCH

Vice President & Administrator; STEPHEN ZVILLIS ..5. GLEN LEA ROAD PONTVILLE TAS 7030 AUSTRALIA

TEL: + 61 3 62610495 [work]; TEL/FAX +61 3 6268 0901[home]

E-MAIL: stephen.zvillis@norske-skog.com.au [w] : stephenzvillis@iprimus.com.au [h]

29/05/2003



Pulp & Paper Workers Branch ABN 73 337 046 579

BOYER SUB BRANCH

Vice President & Administrator: STEPHEN ZVILLIS

.5. 5 GLEN LEA ROAD PONTVILLE TAS 7030 AUSTRALIA

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E-MAIL: stephen.zvillis@norske-skog.com.au [w] : stephenzvillis@iprimus.com.au [h]

Attn. Stephen Kellet,
Statutory Services Branch,
Australian Industrial Registry,
Level 8, Terrace Towers,
80 William Street,
EAST SYDNEY, N.S.W. 2011

21st May 2003

Dear Mr. Kellett,

As per our discussion today, pertaining to the resolution of the notification requirements arising out of the presentation of the Accounts of the Boyer sub branch of the C.F.M.E.U. Pulp & Paper Workers Branch, for the Years 1st January to 31st December 2000 and 2001 to the sub-branch membership for the statutory period prior to the "Second Meeting" on Thursday 5th December 2002, I hereby give due notice of the following actions made in compliance of the relevant sections of the Workplace Relations Act of 1996.

Upon receipt of the Audited accounts on **16th October 2002**, copies of the accounts and the auditor's opinion were circulated to all members, via the means of copies being posted on Notice Boards within members work areas and copies being made available for members to claim for individual perusal within the following week, thus the membership had full unencumbered access to all information pertaining to the sub-branch's financial affairs by no later than **Monday 21st October 2002**.

Prior to the Special General Meeting of members that was subsequently held on 5th December 2002 to vote on the Audited accounts as previously circulated, this being the **SECOND MEETING**, the accounts were re-circulated to members no later than **Thursday 21st November 2002**. Members were given notice of the availability of the accounts and invited to seek clarification on any aspects that were unclear to them.

Yours Sincerely,

Stephen Zvillis
Junior Vice President & Administrator
[Acting Secretary / Treasurer],
Boyer sub branch
C.F.M.E.U. Pulp & Paper Workers Branch.

SECRETARY'S CERTIFICATE

I certify that the enclosed copies of the Auditor's Report, accounts and statements of the C.F.M.E.U. Pulp & Paper Workers Branch, Boyer sub-branch for the year ended 31st December 2001 are copies of the documents that were supplied to members on 21/10/2002 and were subsequently presented to the general meeting of members * held on 05/12/2002

(Signature) _____ [On File] _____

(Name) Stephen Zvillis _____

(Position) Jnr. Vice President [Acting Secretary / Treasurer] _____

Date 21/05/2003 .



AUSTRALIAN INDUSTRIAL REGISTRY

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Mr Stephen Zvillis
Vice President/Administrator
Pulp & Paper Workers Boyer Sub Branch
CFMEU FFPD
5 Glen Lea Road
PONTVILLE TAS 7030

Dear Mr Zvillis

Re: Lodgement of Financial Statements for the year ending 31 December 2001 (FR2001/730)

Receipt is acknowledged of your letter and Secretary's Certificate dated 21 May 2003, which were lodged in the Registry on 29 May 2003.

Following the receipt of this information, providing the date that the documents were supplied to the members, the documents have been filed.

Thank you for your assistance in finalising this matter.

Yours sincerely,

Belinda Penna
for Deputy Industrial Registrar

30 May 2003